



POSITION TITLE:	Programs Coordinator	DATE:	October 2024
DEPARTMENT:	Programs	FLSA	Non-Exempt
REPORTS TO:	Programs Manager		

ABOUT THE REDWOOD EMPIRE FOOD BANK

Finding a great place to contribute your talent can be challenging, so we thought we would share a bit about the Redwood Empire Food Bank and why we chose to work here.

Every day, a group of talented, passionate, kind, hard-working people come together with one goal in mind – to improve our community. Specifically, we want to be sure that people who need food receive help. We’re working to End Hunger in Our Community. The challenge before us is enormous. We provide food to over 140,000 people throughout the year. We consider our efforts to be noble, and the fight just. We have a strong set of Core Values developed by and for our team: Show Up Together, Bring the Joy, Nurture Each Other, and Seek Excellence to support our mission. None of this would be possible without our employees, they are the heart and soul of our organization.

JOB SUMMARY

The Programs Coordinator creates, builds and promotes working partnerships with community groups, nonprofit agencies, faith-based organizations, senior centers, housing developments, schools, and the community at large in order to increase the distribution of food through existing community food distributions. The Programs Coordinator provides oversight and support to the Redwood Empire Food Bank food programs primarily in Sonoma, but may include Lake and Mendocino Counties too.

MAJOR RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

- Cultivate and maintain relationships with community centers, senior centers, churches, non-profit organizations, housing developments, schools, and preschools to set up community food distributions.
- Lead all aspects of food distributions including: site management, data entry, client database management, order planning, volunteer recruitment, retention and training, and providing excellent customer service to all.
- Assist in Redwood Empire Food Bank expansion and development of new sites and cultivate relationships with housing managers, volunteers, partners, school liaisons, and community service coordinators.
- Assist with compliance and operations of all the Redwood Empire Food Bank programs, including food safety and defense, data tracking, grant reporting, evaluations and monitoring, nutrition education, and other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Minimum Qualifications:

- Creative, energetic and well-organized with strong interpersonal skills
- Ability to work and interact well with individuals from a variety of socioeconomic backgrounds in a culturally diverse environment
- Ability to process data with a high level of accuracy
- Excellent oral and written communication skills
- Bilingual in Spanish and English.
- Ability to work with a diversified community, to work cooperatively and with flexibility
- Ability to take the initiative, coordinate with others and follow through in a timely fashion
- Excellent organizational skills to effectively and efficiently plan and execute a wide variety of tasks and manage people
- Ability to speak effectively and comfortably in public and present on issues relating to food insecurity and the mission of the REFB
- Computer literacy with experience in Microsoft Word and Google Suite
- Must have reliable automobile; traveling on the job as necessary
- Must have a valid California Driver's License
- Must be able to travel in tri-county area (Mendocino, Lake and Sonoma Counties)

Preferred Qualifications:

- BA or equivalent work experience

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

- Ability to lift 30 lbs. and work standing for 7-8 hours at a time, walking, climbing stairs
- Use hands to type, handle, and feel, reach with hands and arms above and below shoulder height
- Talk, see and hear
- Sit, crouch and bend down at the waist at food distributions and in company vehicles when delivering food and returning items from a distribution
- Specific vision required: close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus
- Ability to sit and drive a vehicle for up to 90 minutes
- Ability to work at a computer station for 3-4 hours per day
- Ability to work in inclement weather (rain and heat)
- Ability to drive large cargo van
- Ability to get certification of pallet jack training (provided by organization)

SHARED COLLECTIVE RESPONSIBILITIES

With a goal of creating a cohesive working community, all staff are required to treat one another respectfully and operate with our Core Values as their operating principles. Consider the following:

- Create a safe space to allow and invite truth telling to occur
- Act with honesty, trust and transparency and deliver on my commitments
- Be present for the people who work in front of me today
- Maintain an open mind and be open to different points of view
- Consistently seek to do better and offer my best self
- Practice empathy and understanding with all people
- Learn from failure, mine and others

During a disaster, your and your family's safety is the priority. As an essential service provider and, at times, a first responder, you are requested to report to work as requested, or, at a minimum, to communicate your inability to report to work to your supervisor. Depending upon the nature of the emergency, regular staffing responsibilities may change.